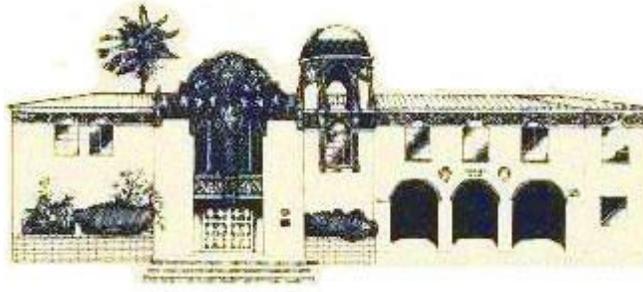


List of job announcement(s):

	Position Title	Job No.
1	Public Information Officer (EXEMPT)	1397
2	Wastewater Treatment Plant Lead Operator (NON-EXEMPT)	1421
3	Chief of Police (EXEMPT)	1429
4	Wastewater Collection System Operator (NON-EXEMPT)	1439
5	Water Treatment Plant Lead Operator (NON-EXEMPT)	1446
6	Dispatcher (NON-EXEMPT)	1449
7	General Service Coordinator (EXEMPT)	1453
8	Water Distribution Operator (NON-EXEMPT)	1454
9	Mechanic (EXEMPT)	1455



CITY OF WESLACO

JOB OPPORTUNITIES

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Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Public Information Officer (EXEMPT)	EEOC Occupation Classification: Officials and Managers	City Manager Job No. 1397	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

The Public Information Officer is responsible for the City’s public relations through print and electronic media as well as Public Education and Government televised access channel; facilitates public information requests and lawful responses. The employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Manager

Special Requirements: A valid Texas Drivers License if required. Marketing experience preferred. Must be a member and actively involved of at least one (1) professional association that applies to job duties.

Qualifications: Requires a Bachelors degree in Public Relations, Public Administration, and/or related field and two to three (2-3) years experience in responsible public relations positions; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have excellent writing and oral communication skills; broadcast experience and Spanish proficiency preferred. Ability to collaborate with the general public, city staff, news media, other governmental agencies in a professional, courteous and tactful manner. Must be skillful team player with a willingness to examine new ways of organizational effectiveness.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

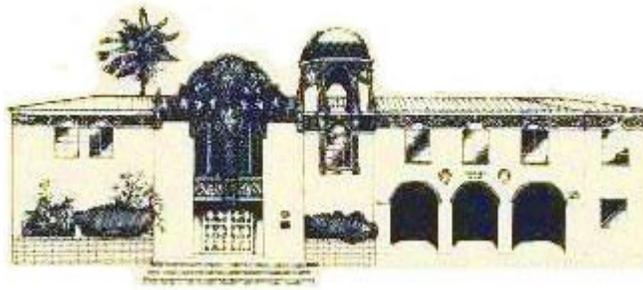
(956) 968-3181

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***Depending on Experience**

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Wastewater Treatment Plant Lead Operator (Non-Exempt)	EEOC Occupation Classification: Operatives	Public Utilities Department Job No. 1421	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Assists the Wastewater Plant Superintendent in supervising the operation and maintenance of the wastewater treatment system and personnel; inspects and performs repair work on wastewater system facilities and equipment essential to the operation of a wastewater treatment, disposal, and reclamation facility. Assists the Wastewater Plant Superintendent in completing all local, State, and Federal reports. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Wastewater Superintendent

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class C) is required with satisfactory driving record. Must have a Class “B” Wastewater Treatment License issue by the Texas Commission on Environmental Quality.

Work Conditions: Employee works in well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal business hours at nights and/or on weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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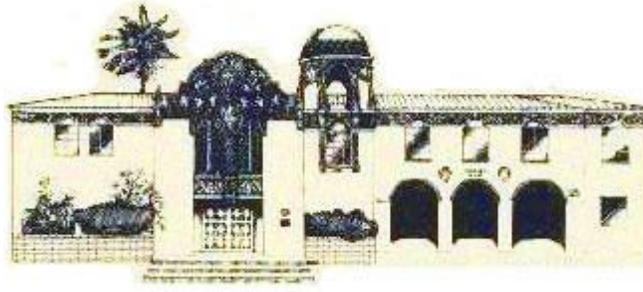
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Chief of Police (EXEMPT)	EEOC Occupation Classification: Management	City Manager's Office Job No. 1429	Salary Range: Negotiable *(DOQ)	Deadline: Open Until Filled
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The Chief of Police is an at-will appointed position, not covered by civil service regulations or the Collective Bargaining Agreement between the City of Weslaco and its Police Officers.

To be appointed to the position of Chief of Police, an applicant must:

1. Be eligible for certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) at the intermediate level or its equivalent as determined by that commission;
2. Have served as a bona fide law enforcement officer for at least five years, 10 years preferred and;
3. Have a High School Diploma, Bachelor of Arts or Bachelor of Science degree preferred from an accredited college or university.

Process:

If interested submit your application to Human Resource Department along with the supporting documentation regarding qualifications pursuant to §143.013 of the Texas Local Government Code and Article V, §21 of the Weslaco City Charter.

Interested persons should submit their applications as soon as possible if interested in this position.

REPORTING RELATIONSHIP:

Reports to the City Manager.

Qualifications: Ability to work tactfully and communicate courteously with the public on a daily basis. A valid Texas Driver's license is required.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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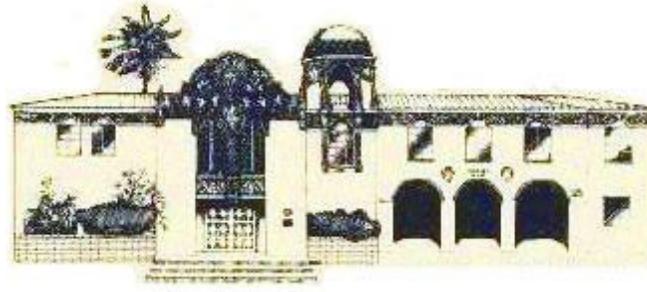
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Wastewater Collection System Operator (NON-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1439	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the operations, maintenance, construction and repair of the City’s wastewater collection system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: Employee must have a valid Texas Driver’s License (Class “B” Commercial) is required with satisfactory driving record. Position requires a High School diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Work Conditions: Employee works in a well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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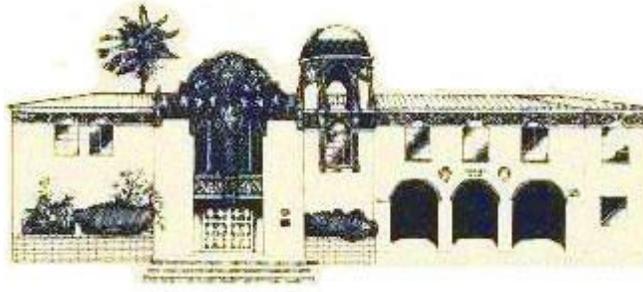
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Water Treatment Plant Lead Operator (NON-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1446	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee assists the Water Plant Superintendent in supervising the proper operation and maintenance of the water treatment plant system and personnel; inspects and performs repair work on water system facilities and equipment; monitors and maintains water sources, storage tanks, and keeps various records pertaining to plant operations, dams, reservoirs, and watershed. Employee assists Water Plant Superintendent in completing all local, State and Federal reports. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The delivery of safe clean water is vital to the safety and health of the community. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Water Plant Superintendent

Qualifications: Employee must have a valid Texas Driver’s License TXDL (Class “C”) with satisfactory driving record. Must have Class “B” Surface Water Treatment license issued by the Texas Commission on Environmental Quality (TCEQ). A High School Diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Working Conditions: Employee works in a well light office as well as outdoors to oversee all Water Plant activities. Employee may be required to work beyond normal shift hours at night and/or weekends, holidays, and whenever needed on any rotation shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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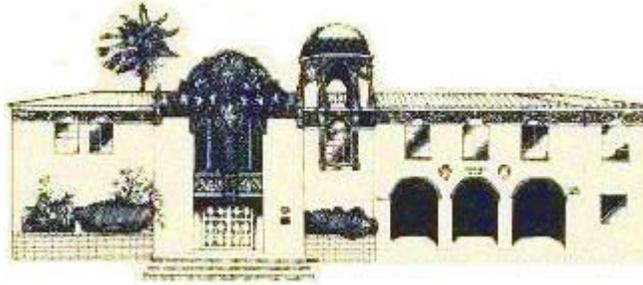
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HR POSTED-08/14/2014



CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Communications Officer/ Dispatcher (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Police Department Job No. 1449	Salary Range: \$13.00	Deadline: Open Until Filled
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JOB SUMMARY:

Employee receives, routes and process a variety of calls from the public and administration. Communications Officer dispatches appropriate responders using computer aided dispatching equipment, two-way radio, and telephones in accordance with Communications Center protocols and regulations. Employee ensures that current data is entered into the Communications Center’s computer system in a detailed and accurate manner. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Communications Supervisor

Qualifications: Position requires a valid Driver’s License and a High School Diploma or equivalent degree with one to three (1-3) years related work experience; or any equivalent combination of education training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Position requires effective communications skills, both oral and written, multi-task abilities, high level of confidentiality, and ability to deal with various types of people.

Special Requirements: Must pass Criminal History Check. Employee must be able to type 30 words per minute. Bilingual skills (English/Spanish) a plus. Ability to obtain NCIC/TLETS certification within three (3) months after hired.

Work Environment: Employee may be required to work beyond normal business hours on a 24/7 basis in accordance with work schedules or in the event of unforeseen absences. Employee will be exposed to mental stress especially when dealing with emergency calls.

COMPENSATION AND BENEFITS

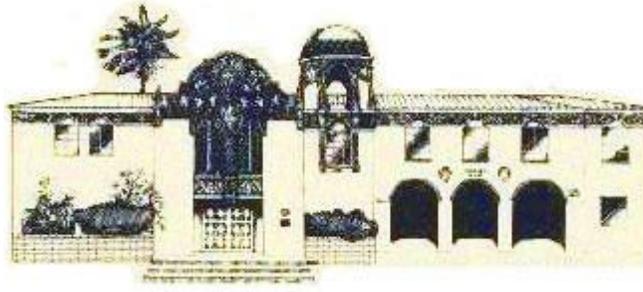
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**CITY OF WESLACO
JOB OPPORTUNITIES**

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JOB ANNOUNCEMENT

Position Title: General Service Coordinator (EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	City Secretary's Office Job No. 1453	Salary Range: D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will oversee the administrative and clerical functions and staff of the City Secretary's Office. Work involves interacting with elected officers, general public, subordinate staff, and other departments to provide exceptional customer service and to support efficient administrative operations among municipal departments. Assists with the lawful disclosure and final disposition of municipal records; assists in updating procedures, processes, and equipment to facilitate effectiveness; manages facilities schedule; attends and records City Commission meetings in the absence of the City Secretary. Employee provides immediate or technical supervision over five (5) employees. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Director/City Secretary

Qualifications: Position requires Bachelor's Degree preferred with three to five (3-5) years of prior work experience in an office setting; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. The ability to understand, interpret and apply complex federal, state and local regulations. Must be able to work cooperatively with officials, employees, and public in English and Spanish with frequent interruptions. Must be able demonstrate high level of confidentiality, more than ordinary courtesy, tact, and diplomacy may be required to resolved complaints or accommodate internal and external stakeholders. Employee may be required to work beyond normal business hours to attend evening meetings.

Special Requirements: Must have a valid Driver's License and Notary Public upon hire.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

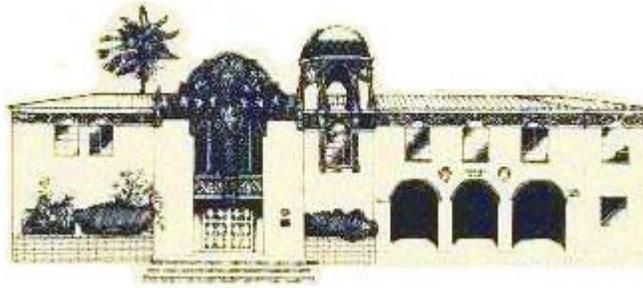
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HR POSTED-08/14/2014



CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Water Distribution Operator (NON-EXEMPT)	EEOC Occupation Classification: Operators	Public Utilities: Job No. 1454	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the operation, maintenance, construction and repair of the City’s water distribution system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: Position requires a Class “B” Commercial Driver’s License and a High School Diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be able to obtain a “D” Water Distributions License from TCEQ within one year of successful completion of required coursework and “C” Water Distribution License within 3 years.

Work Environment: Employee constantly performs work outdoors on a variety of public works projects. Employee is exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury work is continually performed outdoors, regardless of weather conditions. Employee may e required to work beyond normal business hours at nights and/or on weekends in response to emergency situations such as weather conditions.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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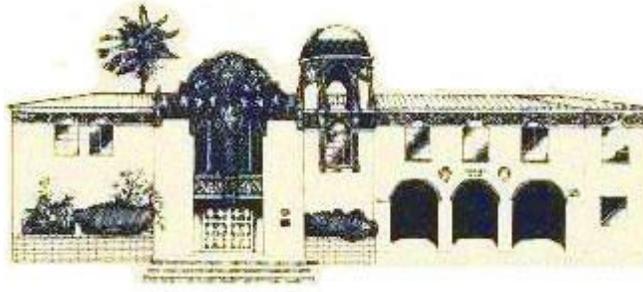
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JOB ANNOUNCEMENT

Position Title: Mechanic (NON-EXEMPT)	EEOC Occupation Classification: Operator	Public Facilities: Job No. 1455	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for routine repair and maintenance including diagnostic evaluation of city-owned vehicles and trucks in the City’s fleet; the type of work performed includes hydraulic repair, brakes, axles, air conditioning, oil and filter changes and engine repairs. Inspects vehicles to ensure that they are safe to operate and inspection stickers are up-to-date, orders parts and equipment for repairs as necessary. Monitors warranties on fleet vehicles. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Vehicle Maintenance Supervisor

Special Requirements: ASE Master Certified, valid Motor vehicle operator’s license

Qualifications: High School Degree and or one to three (1-3) years of prior work experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

COMPENSATION AND BENEFITS

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